

WEB DESIGN CHECKLIST

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Content Page

Subject	Page
Accessibility Standards	3
Design Best Practices	3
Text-Based Design	4
Graphics and Images	4
Static Content Template	5
Application Template	5
Directory Structure	8
Testing	8

Accessibility Standards

For complete details, please see http://www.webmasters/accessibility/coding_solutions_2-3-03.html

- ☐ Text equivalent for every non-text element provided (e.g., via "alt", "longdesc", or in element content).
- ☐ Equivalent alternatives for any multimedia presentation synchronized with the presentation.
- ☐ Web pages designed so that all information conveyed with color is also available without color.
- ☐ Documents organized so they are readable without requiring an associated style sheet.
- ☐ Redundant text links for each active region of a server-side image map.
- ☐ Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- ☐ Markup used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- ☐ Avoid frames. If frames are used ensure they are titled with text that facilitates frame identification and navigation.
- ☐ Pages designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
- ☐ Text-only page, with equivalent information or functionality, provided to make a Web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.
- ☐ Pages that utilize scripting languages to display content or to create interface elements, should also be identified with functional text that can be read by assistive technology.
- ☐ Pages that require an applet, plug-in or other application be present on the client system to interpret page content, should also provide a link to a plug-in or applet that complies with federal accessibility standards.
- ☐ Online forms shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.
- ☐ Method provided that permits users to skip repetitive navigation links.
- ☐ Responses requiring a time limit must provide user with an alert and give sufficient time to indicate more time is needed.

Design Best Practices

For more detailed information, please see <http://www.webmasters/standards/>

- ☐ Design of static Web pages and interactive applications must comply with State's common look and feel as defined by *IN.gov*.
- ☐ Maintain a standard page layout throughout the site.
- ☐ Use plain backgrounds, simple layouts and high contrast fonts to improve the readability.
- ☐ Avoid/Limit the use of non W3C standards compliant coding.
- ☐ Include text description, file size (download time > 10 seconds over a 56 Kbps modem) and file type for hyperlinks to any place other than another Web page.

- ☐ Present links to external sites in a new window.
- ☐ Make page width no more than 770 pixels. This is the amount of content that can be viewed without horizontal scrolling on an 800 x 600 monitor resolution. A liquid layout will adjust to other screen resolutions.
- ☐ Use uppercase letters sparingly, or not at all.
- ☐ Use two different colors for visited and unvisited Hyperlinks.
- ☐ Title all Web pages appropriately limiting title to 64 characters and using the TITLE tag. This helps visitors anticipate what type of information to expect on the page and helps search engines find the site.
- ☐ Text is written for the Web – concise, grammatically correct, scannable, bulleted, and large easy to read text.
- ☐ Page size should be kept to 100k or less including graphics.

Text-Based Design

- ☐ Create a text-only version of documents and site to facilitate access not only by people with visual impairments, but users of non-graphical browsers or slow Internet connections.
- ☐ Minimize the number of hyperlinks that appear in a single line of text - one hyperlink is best; consider using vertical lists for links wherever possible.
- ☐ Limit the use of images of text.
- ☐ Begin lists with a descriptive identifier and the number of items so visitors will know what the list represents and the length. Using numbers instead of bullets will also help users remember items of interest.
- ☐ Provide meaningful and descriptive text for hyperlinks.

Graphics and Images

- ☐ Minimize the file size and number of images displayed on any one page.
- ☐ Design background image at the lowest color depth and resolution.
- ☐ Avoid/Limit using image maps; provide an alternate text-based method of selecting options when image maps are used, e.g., separate HTML page or menu bar.
- ☒ Use of an image character such as a bullet, should include an ALT tag to identify the image.
- ☐ Use the null alt attribute for images that are intended to create purely visual (non-meaningful, non-semantic) design effects or incorporate them into the CSS.
- ☐ Size images with an appropriate graphics program to change both the image's dimensions and file size. Do not use HTML width and height attributes to resize images.
- ☐ Use only necessary icons, graphics and photographs.

Common Look and Feel Requirements

Static Page Templates

Top Header Graphic

- ☐ Used to define the site.
- ☐ Occupies the block at the top of the page no less than the width of the template.
- ☐ Can include search and or navigation.

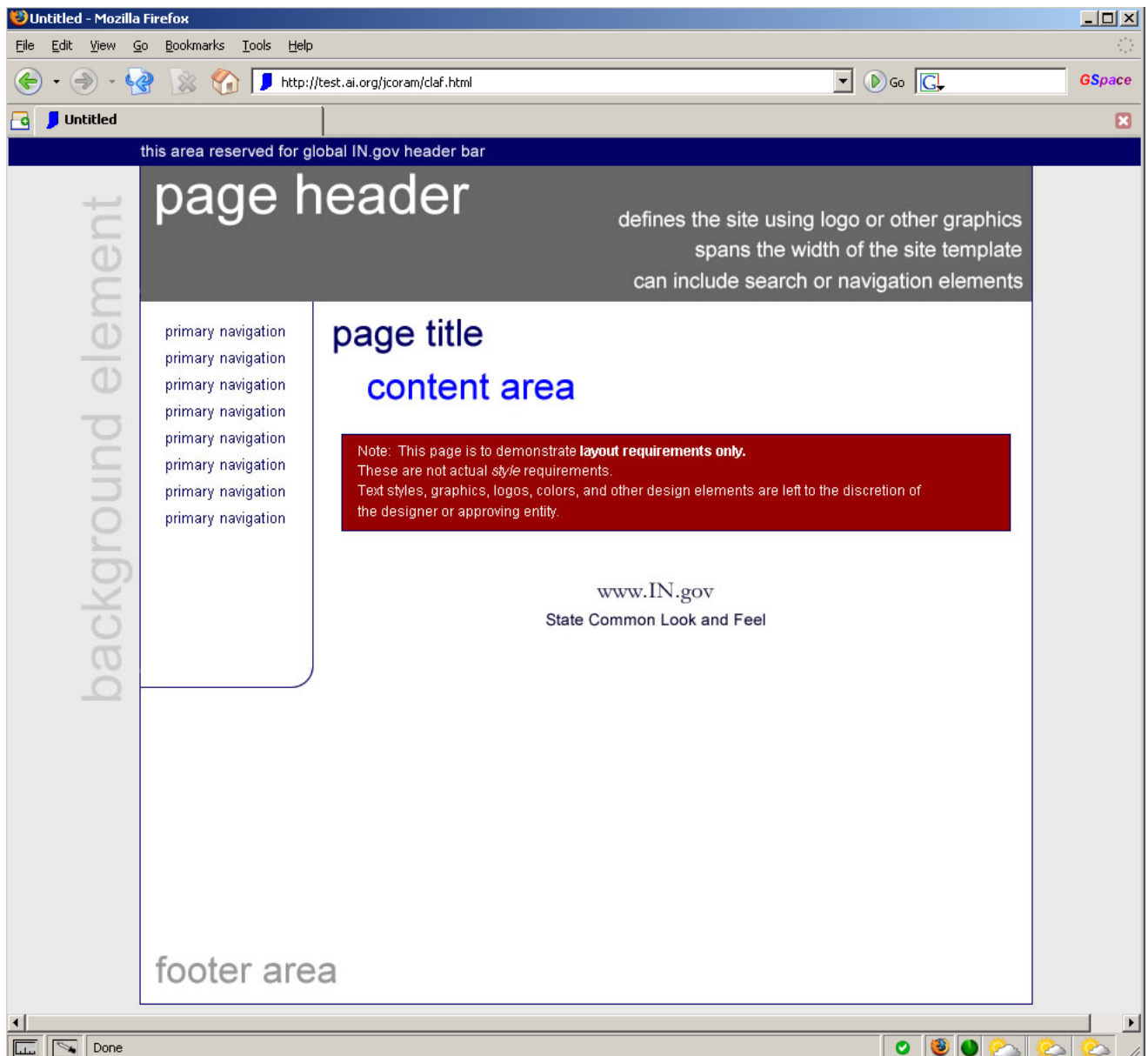
Left Navigation Bar

- ☐ Source for primary global site navigation
- ☐ Establish the bottom right corner using the circumference of a circle that is approximately 50-pixels in diameter.

Portal Wide Navigation Bar

- ☐ Include *IN.gov* header bar that links to site policies, search engine and other pertinent site information and tools.

Screen Shot 1



Screen Shot 2



Application Templates

- ☐ Define graphical dimensions as illustrated by the screen shots below.
- ☐ Use the XHTML and accompanying CSS for the software template, which is available from *IN.gov*. The current software templates for *IN.gov*, *myLocal* and CivicNet utilize one XHTML file that relies on standards compliant CSS box model layout to render visual differences.
- ☐ Position *IN.gov* logo on the left side of the header and the agency name/logo on the right.
- ☐ Use colors and images to represent agency branding or to communicate a desired look and feel.
- ☐ Follow established conventions and create useable navigational systems.
- ☐ Position form elements including text fields, checkboxes and radio buttons as illustrated by the screen shot 1. Screen shot 2 demonstrates how applications requiring more sophisticated navigation should be organized.



Indiana Department of Fire and Building Services - Design Release Service

Project Location**Required field**

Name of Project

Closest Intersecting Street or Road

Address

Address 2

City

County

 ▼Direction *from* Intersection *to* Project☐ North ☐ South ☐ East ☐ West

Is project within city limits?

☐ Yes ☐ No

Is building state owned?

☐ Yes ☐ No[Link ?](#)

Screen shot 1



[The Adoption Process](#)

[Terminology](#)

[Contact](#)

Welcome to the Indiana Adoption Program.

[Register](#) | [Log In](#)

The Indiana Adoption Program is a statewide effort to create permanence for children who are wards of the [Indiana Family Social Services Administration, Division of Family and Children](#). The program is administered by the [The Indiana Foster Care and Adoption Association](#) in collaboration with [Indiana Family Social Services Administration](#).

Public awareness around the need to find permanent families for children who leave the foster care system gained momentum in 1993 in Indiana with the Adoption Initiative. Federal and state law mandated that information about children waiting to be adopted out of foster care be presented both in a picture book and on the Internet. In Indiana, the focus on adoption was reflected in the "My Forever Family" concept of the Initiative.

During the coming months Indiana FSSA/Division of Family and Children will begin to broaden the focus on adoption to include foster care. Both the picture book and the Internet site will change. "My Forever Family" as a concept will transition to reflect the broader need for parents of children who are wards.

There are many aspects of adoption and the Indiana Adoption Program is just one of those aspects. We will help you consider some aspects of adoption on this site.

The Picture Book

You can [download this month's picture book](#). Please note that this is a 2.5MB PDF file. To view a PDF file you will need [Adobe Acrobat Reader](#) which is available free of charge at [Adobe's Website](#). This may take a few minutes, but it is worth the wait!

[View Unavailable](#) »

Search Identifiable Children

Select a gender:

[Both Genders](#) ▾

Select a race:

[Any Race](#) ▾

Select a sibling group:

[No Siblings](#) ▾

Select a primary language:

[Any Language](#) ▾

[Begin Search](#)



Screen shot 2

Directory Structure

- ☐ Use server side includes to wrap content pages with the appropriate template structure.
- ☐ Name include files *sub_top.html* and *sub_bottom.html* respectively.
- ☐ Place Images in a separate directory named *images* located at the site's root level. Nesting special image directories is preferred over adding them at root level.
- ☐ Locate JavaScript files in a separate directory at the site's root level and linked to them from *sub_top.html* and a separate *index.html* if needed.
- ☐ Put Cascading Style Sheets in a separate directory named *css* located at the site's root level.
- ☐ Reference links and source paths relative to site's root.
- ☐ Store pdf files in a directory named *pdf* located at what is determined to be the site's root level.

Testing

In addition to using the standards, best practices and templates outlined above, the site should meet the recommended testing requirements noted below. No single accessibility tool has been specified for testing. II uses the HiSoftware server tool to assess sites on a regular basis for 508 compliance. Errors that are generated are either addressed by II staff or the agency is contacted to make adjustments.

- ☐ View Web pages with standard compliant versions of IE and Netscape or Mozilla.
- ☐ Test in 800 x 600 resolution without a horizontal scroll.
- ☐ Review for 508 compliance.
- ☐ Run spell check.
- ☐ Build with standard template.
- ☐ Check against design guidelines.